



# **SOLANO CHRISTIAN ACADEMY STUDENT HANDBOOK**

**2011-2012**

# *Solano Christian Academy*

2200 Fairfield Avenue  
Fairfield, CA 94533  
[www.christianacademy.org](http://www.christianacademy.org)

Phone (707) 425-7715  
Fax (707) 429-2999

For over 34 years, **Solano Christian Academy** (SCA) has provided private educational services for preschool through middle school students living in the Napa/Solano region of Northern California. Our mission at SCA is to provide our students with an opportunity to learn personal responsibility and self-control in an environment that promotes academic, spiritual, and social growth. Recently our board of directors, faculty and staff, and our student body adopted a set of “Tenets of Behavior.” Tenets are a principle belief held by an individual or group. In this case our faculty, staff, and students have all agreed to follow 10 Tenets of Behavior as a custodian of our behavior and conduct in our classrooms and on campus.

The 10 Tenets of behavior are:

1. Respect
2. Honesty
3. Cooperation
4. Participation
5. Inspiration
6. Preparedness
7. Positive Attitude
8. Love
9. Joy
10. Peace

I want to encourage each of you as parents to review each tenet with your student, sharing your personal support, understanding and value of each tenet, while encouraging your student(s) to fully comply with the tenets of behavior as we intend to take all necessary and available steps to ensure compliance with our Tenets. Our goal is to maintain a learning environment that is conducive to academic, spiritual, and social growth, supported by self-control and respect, and free from all unnecessary distractions. The following quote underscores and further defines our intention and goal to truly make SCA a world-class learning opportunity.

“A person who is trained to consider his actions, to undertake them deliberately, is in so far forth disciplined. Add to this ability a power to endure in an intelligently chosen course in the face of distraction, confusion, and difficulty, and you have the essence of discipline.”

- John Dewey

Thank you,

John Reed  
President Solano Christian Academy Board

## MISSION STATEMENT

It is the mission of SCA to provide an opportunity for students to learn personal responsibility and self-control in an environment that promotes academic, spiritual, and social growth.

## VISION STATEMENTS

The education received at SCA exceeds the standards of competing schools, both public and private. The staff and facilities are recognized by our stakeholders, students, parents, and faculty as the best in Solano County. Students are provided with a well-rounded education that prepares them for the next steps in life's journey.

SCA endeavors to accomplish its mission by:

- Presenting an academically challenging curriculum.
- Modeling and expecting compliance with Biblical principles.
- Allowing students to learn from the consequences of their decisions.
- Responding to student behavior in a loving and empathetic manner.

## A NONPROFIT CORPORATION

Solano Christian Academy is organized as a nonprofit organization. The school is a ministry of the Church of Christ in Fairfield. The SCA board of directors is devoted to promoting the goals and philosophy outlined in this handbook. All gifts to the school are tax deductible.

## ADMISSION CRITERIA

**Solano Christian Academy admits students regardless of race, religion, color, and national or ethnic origin;** Parents and students are expected to accept and abide by the policies and regulations of the school. These are summarized in this handbook and in the application packet.

The school is unable to accept students who have physical, emotional, or behavioral handicaps for which a specially trained staff is needed. Programs that require excessive expense are not available. Admission assessment will be conducted for all incoming students. Criteria for admission are clearly outlined in the school's registration packet provided at the time of application.

The State of California/Solano County require that the parents of entering students present evidence that their child has been protected against polio, diphtheria, whooping cough, tetanus, red measles (rubella), and mumps. In addition, kindergarten students must have a second MMR, chicken pox and Hepatitis-B vaccinations and a TB test. All seventh graders must show evidence of having completed a series of Hepatitis-B vaccines and a second MMR (measles, mumps, and rubella) vaccination prior to beginning the fall term. All foreign students must have a chickenpox vaccination.

## ARRIVAL AND DISMISSAL TIME

School begins at 8:20 A.M. **Pupils should not arrive at school before 8:00 A.M. (20 minutes before class begins) unless enrolled in the school's extended day program.** Supervision for pupils is not available before 8:00 A.M. unless the student is enrolled in the extended day program. **Any student arriving prior to 8:00 A.M. will be charged a drop-off daycare fee of \$5.00.** Fees are due by the next school day. Any outstanding fees will be added to the next scheduled tuition payment.

Students must be in their seats, unpacked, and ready for instruction at 8:20 AM. **Students arriving after the 8:20 AM tardy bell must be accompanied to the office by a parent and must have a tardy slip before going on to class.** Students and parents should make every effort to be at school on time each day.

Childcare is available through the extended day care service: 7 - 8 A.M. and 3:10 - 6:00 P.M. Parents should accompany children to the extended day area to ensure proper student supervision.

Grades K and Above Dismissal. Parents who transport their children by car are requested to pick them up immediately after school is dismissed at 3:10 P.M. unless provisions have been made for after-school child care for which there is a charge. Students who are not picked up by 3:30 P.M. will be assigned to after-school day care and parents will be billed for the service.

## MINIMUM SCHOOL DAY (Dismissed at 12:00 Noon)

Minimum school days are provided for parent conference days and selected other times. The following is the schedule for all grades.

Class begins 8:20 Dismisses 12:00 noon

**No lunches are served on minimum days.** Consult the school calendar for those days that have been designated minimum (MD) school days. **Extended day services are provided for those enrolled until 6:00 P.M. on any day when school is in session EXCEPT FOR THE LAST DAY OF SCHOOL.**

## VISITOR SIGN-IN/SIGN-OUT

**Anyone who is not an employee of SCA, and who is on the campus after the morning chapel is over, is required to sign in at the school office and wear a visitor's pass.** The visitor's passes are good for one day and expire automatically. Sign-in is not required for parent/guardians picking up students at the normal end-of-day pickup time. Passes are available from the school office and **all parents and visitors must first visit the office before proceeding to any other part of the campus.**

## CHILD CARE AVAILABLE

The school operates an Extended Day Care and preschool. The Extended Day Program for grades K - 8 is available 7:00 - 8:00 A.M. and 3:10 - 6:00 P.M. each day school is in session ***EXCEPT FOR THE LAST DAY OF SCHOOL***.

A preschool, pre-kindergarten, and early kindergarten class is available with the following schedules.

7:00 A.M. - 6:00 P.M.	8:00 A.M. - 4:00 P.M.
8:00 A.M. - 12:00 Noon	7:00 A.M. - 3:00 P.M.

Contact the school office for an application and a schedule of charges for the Extended Day Program, preschool, pre-kindergarten, and early kindergarten classes.

## LEAVING THE SCHOOL GROUNDS

Students, after arriving on campus, will not be permitted to leave the school grounds until classes are dismissed for the day **except with proper authorization from the school office.**

If it is necessary for a student to leave school, he/she must have written or direct verbal permission from the parent given to the teacher. In case of unavoidable medical appointments, the student should bring the written excuse to the homeroom teacher. **Before a student leaves the school property, he/she must sign out in the office. Students will be released only to individuals authorized by the child's parent or guardian. Restraining orders or other court documents limiting access to a child must be kept on-file with the school office.**

## LOST AND FOUND

Check with the office for lost articles of clothing, jewelry, wallets, books and other items. Items not claimed after a period of time will be given to the Goodwill, Salvation Army, or persons in need. A general lost and found is kept on the back hallway. **PLEASE MARK ALL JACKETS, SWEATERS, ETC., WITH YOUR CHILD'S NAME SO THAT ARTICLES MAY BE RETURNED.**

## TRANSFER OR WITHDRAWAL

Students who withdraw or leave Solano Christian Academy prior to the end of the year are requested to give as early a notification as possible. **School tuition and fees are non-refundable and parents are responsible for all outstanding tuition not reimbursed by the tuition insurance plan (please see the Dewar explanation of benefits).**

A pupil who leaves the school with an unpaid balance for tuition or other charges shall not receive a final grade card and may not participate in graduation exercises. Such students will not be eligible to re-enroll until all past-due charges have been paid in full. **The school reserves the right to take the appropriate steps necessary to**

**collect any outstanding charges or fees. Students missing a significant amount of instructional time due to exclusion for any reason, including a lack of payment, will receive an incomplete mark for the appropriate grading period(s) and may not be eligible to move on to the next grade level at SCA or another school.**

## **INDIVIDUAL PUPIL RECORDS**

An individual pupil record is maintained for each child. That child's record is available to the parents for inspection upon request. In order to inspect your child's record, please make an appointment with the school administrator.

## **TRANSPORTATION TO SCHOOL**

Transportation to and from school is the responsibility of the parent. Parents driving on campus must observe all driving and parking policies. These are as follows:

1. The speed limit while on school grounds is 5 MPH.
2. Parents arriving after 8 AM are asked to park on the street or let students out in the front drive circle.
3. The front drive circle, as well as the north and south driveways, are all fire lanes. **DO NOT PARK IN THE FRONT CIRCLE OR IN EITHER DRIVEWAY AT ANY TIME.**
4. Do not double-park behind cars in the front spaces or in the main parking lot. Do not park in front of either drive gate or along the preschool fence. Do not park in red zones along the front curb (Fairfield Avenue).
5. Do not attempt to make a left turn onto Fairfield Avenue during afternoon dismissal (3:00 to 4:00 PM) or during the morning drop-off period (7:30 to 8:30 AM). Do not enter the north driveway during these same time periods.
6. Do not leave your car or park in the rear carpool lane during afternoon dismissal.

## **DAILY ATTENDANCE REQUIRED**

Pupils are required by the State of California to be in attendance each school day, unless ill. The classroom teacher maintains a daily record of attendance and punctuality. Each absence is reported by the teachers as either excused or unexcused. Attendance information is reported on the report card and also is entered into the pupil's permanent record. A student must be in class a minimum of 3 hours to be counted present. Students with excessive absences may be reported to the State of California.

## **TARDINESS**

When a student is tardy to school (arriving after 8:20 AM), he/she will report to the main office for a tardy slip. ***The student must be accompanied by an adult.***

A student in grades 5 and above who is tardy in going from one class to another or going from lunch or chapel to class will go on to the class, and the teacher will determine whether the tardy is excused or unexcused. A discipline system may be enforced by the teacher to reduce tardiness.

Penalty for Tardiness. Students who are tardy may be requested to use their break, play periods, and/or lunch to make up time lost from class.

If a student is tardy 5 times during a quarter, it will count as 1 absence and the student will not be eligible for a perfect attendance award. Families with excessive tardiness may be required to meet with the school administrator to develop a plan to reduce tardiness.

## **VERIFICATION OF ABSENCE**

The reason for each absence shall be explained to the teacher. The parent may (1) send a **note** to the teacher, (2) **telephone** the school office, or (3) **personally report** the reason to the teacher or the office staff. ***The oral report of the child, even if totally accurate, is not an acceptable method of reporting.***

## **EXCUSED AND UNEXCUSED ABSENCES**

An absence from school is either excused (permitted) or unexcused (not permitted) as defined below. **These guidelines are consistent with those provided by the State of California.**

Excused absence; A pupil may be excused from attendance for illness, quarantine, unavoidable medical or dental visits, or cases of family bereavement.

Pupils who are ill are requested to stay at home for the benefit of their own health and that of their classmates.

Unexcused absence; An absence, for any reason, that is not listed as an excused absence shall constitute an unexcused absence. Family vacations, trips, tours, visits, and shopping excursions are examples of unexcused absences.

Any absence or tardiness causes a loss of educational time and benefits. Absences place a great burden on the teacher who must repeat material, give personal help, or delay class presentations. **A total of 15 or more absences (both excused and unexcused) in one school year is considered excessive. Please make every effort to bring your child to school on time each day. These excessive absences can be reported to the State of California. See California Department of Education Truancy Policy Ed code # 48260, 48260.5, 48261, 48262 or 48263.**

## MAKE-UP TESTS DUE TO EXCUSED ABSENCE

A classroom teacher will allow a pupil to make up daily work and tests missed because of an excused absence **(one day for each day absent to a maximum of 5 days.)**

Steps to follow when absent:

1. A parent or guardian should phone the school and inform the office of the student's absence **before 9:00 A.M.** of the day of absence.
2. When returning to school, the parent or guardian should write an excuse giving the student's name, date, days of absence, reason for absence and the parent's signature.
3. Present your excuse to the teacher. **(Any student out due to illness for three or more days must have a doctor's excuse upon returning)**
4. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in a student's grades. Each student is responsible for seeing that his or her make-up work is completed. A total of 15 unexcused absences could preclude the student from the Principal's Honor Roll.
5. Make-up work for excused absences
  - a. A student will have one school day for every day missed (to a maximum of five) to complete make-up work.
  - b. **If a student is unable to participate in a course due to absence for eighteen school days of a semester, he/she may not be eligible for promotion. The student will also receive an incomplete mark for that grading period if a significant amount of instructional time and/or assignments are missed.**
  - c. Students who have been absent may need to take make-up tests after school to prevent further loss of instructional time. Also, missed tests can be scheduled upon the first day of return.
  - d. Any work not made up within the normal time period allotted for excused absence make-up work will receive an "F" grade.

## UNEXCUSED ABSENCES

A pupil with an unexcused absence ***is not entitled to make up daily work for credit or tests missed because of the unexcused absence.*** At the discretion of the administration, the student may be given an "F" on daily work or tests missed.

Because some unexcused absences are truly unavoidable, receiving advanced permission from the administration may permit make-up tests.

## STUDENT LIFE

### Spiritual Life

Every student will have Bible class and daily chapel service.

## **Social Relationships**

We want to encourage the development of strong Christian friendships among students during their time at SCA. In the area of social relationships, especially between boys and girls, it is important to maintain conduct that is within the bounds of good taste, which regards the conscience of those around us, and which promotes the wholesome development of young people into mature Christians. An excessive amount of hand holding and hugging is to be avoided.

## **Student Conduct**

Because Solano Christian Academy is committed to the teachings of Jesus Christ, it is expected that everyone connected with the school will conduct themselves in accordance with the moral teachings of Jesus. A Christian standard of conduct includes such characteristics as courtesy, consideration, honor, kindness, honesty, respect for school and others' property, respect for teachers, parents, and staff members, and respect for the rights and the feelings of all students. Therefore, students will conduct themselves in the classroom and on the grounds in such a way that they can believe that Jesus would approve their attitudes, words, and actions. We encourage this model of Christ-like behavior as directed in I Peter 1:13-16.

Repentance for unacceptable behavior is the first step toward improved conduct. As the Bible teaches, forgiveness is closely tied to repentance. Only when a student expresses sorrow and determines to change his or her behavior (repentance) can conduct improve. **Students that choose to behave in a manner that is inconsistent with Christian principles will be asked to leave SCA. Likewise, parents have signed a contract indicating support for the educational and moral standards set by this school and outlined in this handbook. Families that choose to disregard this commitment and behave in a fashion inconsistent with the stated standards of this school may also be asked to leave.**

## **SCHOOL HEALTH SERVICES**

The school does not have a nurse. However, each teacher is supplied with Band-Aids for treating cuts and abrasions. Staff members also undergo CPR and first-aid training to help attend to those involved in accidents. Pupils with serious accidents or injuries are sent to the school office where appropriate action is taken, including the contact of emergency services.

It is the intent of the administration, whenever possible, to make available opportunities for hearing testing, vision testing, and other health services.

## FAMILY EMERGENCY FORM

Annually, each family is required to complete a Family Emergency Form. **This is a very important and necessary document!** An update is required if places of employment, family doctors, or emergency phone numbers change during the school year.

## CHANGES IN CHILD'S HEALTH CONDITION

**It is important that parents inform the school of any changes in their child's health condition during the school year.**

Newly discovered allergies, vision or hearing changes, operations or health examination reports that should be known by the school are examples of information that should be reported to the school.

## COLDS AND FLU

Fevers, colds, flu, sore throats, and runny noses are a part of winter. They are especially a problem in school where many children are in close proximity and quite easily pass the illness from one to another.

Please note the following guidelines:

1. If the student has a fever (99 degrees or more), even a slight one, they should remain at home.
2. If the student had a fever during the previous day, their temperature must be normal for **24 hours** before they return to school. **Please take the steps necessary to avoid exposing other students and staff members to communicable diseases. Please do not medicate the child and send him/her to school. When the medication wears off they may become sick again, or the fever may return.**
3. A Rule of Thumb! If, because of illness, it is questionable whether to send the student to school or to keep them at home, keep them at home!

The school does not furnish cough drops or stomach aides (e.g., Tums, Pepto-Bismol). If cough drops are needed, please send them to school. Cough drops can be kept by the teacher for the student. Inhalers or any type of medication must be kept under adult supervision.



## MEDICATION TAKEN AT SCHOOL

If a child is required to take medicine while at school, whether prescription or non-prescription, the following procedures are to be observed:

1. The parent shall furnish written authorization to the teacher and school office with a request that medication be administered at school. **Prescription medication will only be dispensed if a current physician's authorization form or letter is on file in the office.**
2. The medicine shall be kept in the school office. It shall be brought to school in its original container. Allergy, asthma, or other medicines that must be kept close to the student may, with prior approval, be kept in the classroom under certain conditions.
3. The child shall be required to go to the office at the stated intervals where the medication shall be administered /taken under the supervision of the office staff. If the above guidelines are not followed, it shall be assumed that a substance is being taken which is not authorized by the parent, and an immediate investigation shall be made.

## TEMPORARY ILLNESSES

Frequently, a student will come to the office complaining of a headache and requesting a Tylenol or aspirin. The school office does not give either of these medications to students. You are welcome to come to the office to administer the medication yourself.

Children with an elevated temperature will be sent home. Children should not be sent to school with sore throats, red eyes and fever. **If students are too sick to attend classes, they are too sick to remain on campus.**

DISEASE	FIRST SYMPTOMS	INCUBATION PERIOD	ISOLATION PERIOD
Chicken Pox	fever, loss of appetite, red spots	4 to 21 days	6 days, symptom free
German Measles	signs of a cold, swollen glands, fever, rash	14 to 21 days	4 days or more, until well
Measles	sign of a cold, running nose, cough, red eyes, fever	10 to 40 days	7 days or more, until well
Mumps	sore throat, fever, nausea, pain and swelling about the jaws	18 to 21 days	7 days or more, until all swelling has disappeared
Scarlet Fever and Hemolytic Streptococcal Infections	sore throat, fever, vomiting, rash	2 to 7 days	4 days or until well, if under antibiotic therapy
Whooping Cough	sign of a cold, cough with whoop, vomiting while coughing	7 to 14 days	3 weeks or more after appearance of cough

Parents will be notified if the school becomes aware that children may have been exposed to a communicable disease at school.

## SCHOOL ASSEMBLIES

Throughout the school year, assemblies are planned for the students.

Cultural, religious, safety, scientific, ethnic, and entertainment topics are some of the themes that could be chosen.



## STUDENT BIRTHDAY CELEBRATIONS AT SCHOOL

A child's birthday is a **VERY SPECIAL** day!

Parents, especially those of primary students, like to honor the birthday of their child by bringing treats for the class. The following guidelines have been prepared to permit this recognition without interrupting the classroom program.

1. Treats must be provided for each member of the class.
2. Parents shall inform the teacher as early as possible (at least 24 hours notice).
3. All teachers are permitted to develop additional guidelines for birthday celebrations.

## PERSONAL INVITATIONS

Personal invitations to attend a party **may be distributed at school only if all students or all boys and/or girls in the class are invited.** Parents may use the U.S. mail or the telephone when only selected students are invited. This procedure avoids a personal hurt to the child who does not receive an invitation.

## STUDENT VISITORS

Students K - 8 who are not enrolled at SCA may visit **ONLY** if accompanied by a parent or other adult.

## STUDENT USE OF TELEPHONE

Although students are discouraged from using the office phone, they may be permitted to use it when a good reason exists to do so.

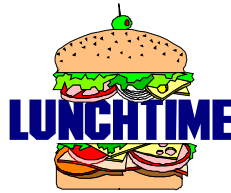
Personal plans for overnight stays, visits or other activities with classmates should be planned and made from the home.

## USE OF CELLULAR PHONES

**STUDENT USE OF CELLULAR PHONES OR MP3 PLAYER ETC. DURING THE INSTRUCTIONAL DAY OR WHILE IN EXTENDED CARE IS PROHIBITED.** Students bringing cellular phones to school for use before or after school must turn these off when arriving at school and must be **turned in to teacher to be held until the end of the school day..**

## TELEPHONE MESSAGES

Students will not be called to the phone while class is in session unless there is an emergency.



## HOT LUNCH

A hot lunch is available to students Tuesday through Thursday. Due to state regulation this service is not offered to preschool, pre-kindergarten, or early kindergarten.

A menu is published each month. This menu is also posted on the school's website.

Milk is available for all students who wish to purchase it. The cost of a milk card is \$3.00 for ten milks. No individual milks will be sold. **Lunches may be purchased by card only.** The cost of each lunch is \$3.00. Lunch cards are available in increments of \$15.00 for 5 lunches or \$30.00 for 10-lunches.

The kitchen microwave is for staff use only. Utensils and straws are provided with school purchased lunches and milk only.

Lunch payment. Place the check (made payable to SCA) or cash in an envelope and send it to the child's teacher. On the envelope write:

- (1) the child's name and grade
- (2) the amount enclosed and
- (3) lunches and milk being purchased

**PLEASE DO NOT CHARGE LUNCHES OR MILK.** The time taken to keep records and make collections has become excessive.

If paying by check do not include any other payments on this check such as books, field trip money, etc.

## **SNACKS**

Parents may send a snack to school for their child to eat at the recess period (10:00-10:15 A.M.).

Children show a noticeable loss of energy by mid-morning, and a snack does much to restore their vitality.

**Sunflower seeds in hulls, nuts with shells, or gum may not be eaten on campus.**

## **THE CURRICULUM**

SCA's curriculum is designed to meet and exceed California state requirements in all areas. School hours are from 33% - 50% longer than state minimums. SCA is constantly looking at ways of improving academic standards and ensuring a high-quality education for all students, preschool through 8<sup>th</sup> grade.

Students receive daily classroom instruction from the Bible. Scripture memorization is encouraged and an emphasis is placed on living a Christ-like life. In addition to the Bible, the following subjects are taught:

Reading	Phonics	Mathematics	Science	Spelling	English
Music	History	Computers	Health	Geography	Art
Physical Education		Social Science			



## **CHAPEL**

Chapel services are held daily for K through 8<sup>th</sup> grade students. Early Childhood Education students attend the Friday chapel. Parents are always welcome and encouraged to attend, but must check in at the office for a Chapel Pass. Kindergarten through eighth-grade classrooms follow a rotating schedule so that all students are given multiple opportunities through the year to lead chapel.

## SCHOOL BOOKS

Schoolbooks, both consumable and hardback, are **LOANED** to the student by the school. **All books remain the property of the school.**

Students are required to cover their hard-backed textbooks and are to refrain from writing anything in them, with the exception of their name. Each student's name is to be written in pencil.

Any textbook that is lost, damaged, defaced, or suffers excessive wear will need to be replaced by the end of the school year. Students and, by extension, parents are liable for all replacement costs.

## HOMEWORK

Homework is given:

1. As an extension of school activities,
2. To complete assignments that are missed due to absence,
3. For review,
4. For practice, and
5. For remediation.

Any assignment that is not turned in, or is turned in late or incomplete, is subject to a zero. Homework turned-in without a name will also receive a reduced grade, including zero credit in some cases. Please check with your child's teacher about classroom policies concerning homework collection.

As a general rule, homework is assigned Monday through Friday. The amount of time required for homework is dependent on each individual student's work habits. Major project work may require some weekend time.

Parents may check with teachers about homework assignment due dates and requirements. Students in grades 4 through 8 use Premier Agendas and all homework should be recorded by students each day.

## ACHIEVEMENT TESTING

Each spring the Stanford Achievement Test is administered to each child in K through 8<sup>th</sup> grade. The results are shared with the parents.

During the week of testing, **it is very important that each child be present each day.**

Parents will be notified of the testing dates. They are usually scheduled during the last part of April.

## FIELD TRIPS

Teachers are encouraged to schedule field trips and other off-campus activities. These experiences are designed to further understanding and appreciation of specific educational units or to add new experiences to the life of a child.

Annually each parent is requested to sign an Authorization for Activities Off Campus. This permission is necessary before children can leave campus.

In scheduling field trips off campus, the school will:

1. provide teacher supervision
2. request parent chaperones when needed. **(Siblings and other non-students are not permitted on field trips.)**
3. notify parents in advance
4. take all reasonable precautions for the safety and protection of the children.

## REPORT CARDS

Solano Christian Academy operates on a quarterly reporting basis, as follows:

1<sup>st</sup> Quarter Parent/Teacher Conference parents are encouraged to attend a scheduled conference. We feel this is necessary in order to insure positive and responsible communication.

2<sup>nd</sup> and 3<sup>rd</sup> Quarters Report Cards are mailed and a Parent-Teacher Conference will be arranged on an individual basis if deemed necessary. A conference may be requested by the teacher or the parent.

4<sup>th</sup> Quarter Report Cards are mailed after the last day of school. Parents not receiving a report card-usually one week after school is dismissed- should contact the school office. 4<sup>th</sup> Quarter Report Cards will not be mailed until all outstanding fees have been paid.

A weekly grade summary is sent home each Wednesday for students in first through eighth grades.

## GRADES

Teachers use the following criteria for assigning letter grades:

<u>Percentage</u>	<u>Grade</u>	<u>Percentage</u>	<u>Grade</u>
99-100	A+	79	C+
93-98	A	73-78	C
90-92	A-	70-72	C-
89	B+	69	D+

83-88	B	63-68	D
80-82	B-	60-62	D-
		<59	F

## HONOR ROLL

### Honor Roll - Quarterly

- Principal's - All A's or A+ (no A-)
- "A" Honor - 90 - 99% (**No D or F**)
- "B" Honor - 80 - 89% (**No D or F**)

**Bible 93%**

## ANNUAL AWARDS ASSEMBLY

Quarterly and Annual Awards are given for perfect attendance and honor roll. Academic recognition for excellence in Mathematics, Science, Social Studies, and Bible is awarded in grades K through 8 at the Annual Awards Assembly.

Everyone is invited to attend the awards ceremonies.

Special recognition for exemplary behavior is awarded by individual teachers in their classrooms at the teacher's discretion.

## PROMOTION

Student promotion from kindergarten will be made by an evaluation of the grade card, standard test scores, and school recommendations in line with best practices.

Student promotion in grades 1 and above will be determined by:

1. A 1.7 Grade Point Average or above on the four-point grading system.
2. Academic ability at or above an average level as measured by the S.A.T. or Star Reading Assessment.
3. Students with below average academic performance are not necessarily retained, but may be dismissed from school or recommended for summer school classes. Again, recommendations will be made on a case-by-case basis and will be in line with best practices.

## PARENT CONFERENCE

The teacher schedules a twenty-minute conference with the parents of each child at the end of the first reporting period. A minimum school day is planned for each of

the two days set aside for conferences. All conferences for a family are held consecutively on the same day if possible. Parents have an opportunity to share information as well as receive a report of their child's progress at school. **All parents must plan to attend parent/teacher conference.**

Conference days are shown on the school calendar.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Teachers are directed to contact parents whenever a concern arises. Parents, likewise, are asked to respond to the teacher's communication.

Personal visits or telephone calls are the best methods to use. However, written messages are also a part of this school-to-home communication.

Parents are also urged to inform the teacher or office of any change of family status or other concern. Parents requiring a meeting with the Administration Staff must call the office to schedule an appointment. Drop-in's are discouraged.

Experience throughout the years has proven conclusively that when a school problem occurs and the problem is confronted and discussed by school officials and parents, and solutions are proposed, that the problem is well on its way to resolution.

## **PARENT PARTICIPATION**

Parent participation is essential to the child and to the school. Attendance at school activities, chaperoning field trips, and furnishing refreshments at school parties are some of the ways in which parents can encourage their children. Solano Christian Academy also sponsors a Parent/Teacher Fellowship, a group sanctioned for the promotion of cooperative efforts between school and home. PTF events and meetings are held throughout the year and parents are encouraged to participate.

Because tuition does not completely cover the cost of educating each child, reducing costs by using volunteer help or increasing income with fund-raising activities are necessary.

**Parents are required to volunteer 15 hours over the school year. Those not fulfilling this requirement will be charged \$10.00 per hour due before the last day of the school year.**

## **VISITING THE CLASSROOM**

Parents are encouraged to visit their child's classroom. **Remember, all school visitors must sign-in at the school office before proceeding to any other spot on campus. Visitors without passes will be asked to return to the office.** To make the visit meaningful and pleasant, the following suggestions are given:

1. The teacher should know the day and time of visit. The teacher should know in advance if there is a special reason for the visit.
2. The classroom visit cannot disrupt the ongoing educational progress.

3. Appointments to meet with the teacher should be either before or after the school day.
4. A thirty-minute visitation should suffice for most observations.
5. Observe all traffic and parking signs posted on the campus. **Do not park in the areas reserved for the office staff.**

## **DRIVING ON THE SCHOOL GROUNDS**

### IN THE MORNING:

1. Children should be dropped off in the front circular driveway. **Parking is not allowed in the front driveway at any time;** it is a fire lane.
2. Parking is allowed curbside in front if children are to be walked in. Please do not park along red painted curbs.
3. Enter **ONLY** through the south entrance (next to Veteran's Park) and exit **ONLY** from the north exit. This one-way pattern will ensure the safest traffic flow for all involved. **No left turn onto Fairfield Avenue is allowed from 7:30 - 8:30 AM.**

### IN THE AFTERNOON:

1. **ALL** children are to be picked up in the back parking lot, NOT in the driveways. This helps keep the traffic flowing and is safer for the children.
2. **DO NOT DRIVE INSIDE THE BASKETBALL HOOPS!** This is a "safe zone" for the children.
3. Drive **S - L - O - W - L - Y**, only 5 miles per hour. Speeding cars and hurrying children make a bad combination.
4. Pull up into one of **the two lanes** established, leaving the center lane open for exit. Stop the car before opening doors to pick up children.
5. Cars may be parked at an angle near the grassy area in the back of the parking lot. **They must not be left in the traffic lanes.** Children must not be left unattended in the car.
6. **Parents, please follow posted directions. No left turn is allowed onto Fairfield Avenue from 3:00 - 4:00 PM, M-F. This is for your safety and flow of traffic.**

### IN CASE OF RAIN:

1. A "Rainy Day Pickup" sign will be posted at the south entrance (by Veteran's Park.)
2. Parent/guardians are to park, either on the street or in the back parking lot, and come to the student's homeroom to meet their child.

3. The teachers will deliver the daycare students to the appropriate rooms after the regular pickup is complete.
4. Please be patient. When it rains, everyone gets rushed and excited, adults and children alike.
5. While waiting for your child, please refrain from talking outside the classrooms. Instruction continues until 3:10 P.M.

## **LOCKERS**

**Students in grades 5-8 will be assigned lockers and are expected to keep them locked with a combination lock provided by the school. Students will compensate the school for any lost locks.**

**No stickers or writing is to be on the lockers.** They must be locked at all times and kept clean. **The school is not responsible for anything taken from any locker assigned to a student.** Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safekeeping.

## **SCHOOL UNIFORM DRESS CODE**

The appearance of the student should reflect the image or model of the person he or she wishes to become. The student who is neatly and tastefully attired will think and behave in a manner that is reflected in the child's dress. In all areas of appearance...clothes, hairstyle ...students should have a neat and natural look with an emphasis on cleanliness.

Prescribing acceptable wearing apparel for students eliminates competition in clothing, provides a source of school pride, improves behavior, and controls the intrusion of unacceptable fads.

### **GENERAL GUIDELINES**

1. The school uniform is required dress.
2. The school dress code is required during the regular hours of the school day **and on field trips**, unless otherwise directed by the teacher. The only time that exceptions will be made on a field trip is if the activity requires a need for special clothing (e.g., jeans may be worn on a trip to the farm).
3. The school uniform is not required during summer session or in preschool, pre-kindergarten, or early kindergarten.
4. Special "dress up" days may be scheduled during the school year for which uniforms will be optional.
5. Uniform clothing shall not be shorter than 3 inches above the floor as measured from a kneeling position.

### **GUIDELINES FOR BOYS**

1. Pants or shorts.....khaki, navy blue (no denim or jean material)

2. Dress shirt, polo shirt or T-shirt with collar.....navy blue or white  
Students are encouraged to tuck in extra long shirts.
3. Boys' hair length **with or without braids shall NOT be longer than the top of any standard shirt collar** nor shall it be of an extremely faddish style. **Colored highlights or unnaturally dyed hair is not allowed. No Mohawk/Foe hawk**
4. Shoes shall be worn at all times. The shoe **must cover** the toes and be fastened with shoestrings, straps or snaps. Open-toed sandals, flip-flops, or Birkenstocks, and backless sandals are **NOT** permitted.
5. Costumes and clothing worn on special dress days should be modest and free of any satanic emblems and designs or any references to alcoholic beverages, tobacco or drugs.
6. Hats or caps may be generally worn only on designated days. Hats may be worn at recess or on field trips for sun protection, but must be removed when inside the school buildings. **Only plain blue, khaki, or white hats are allowed.**
7. Keep jewelry simple. **Earrings and body-pierced jewelry are not acceptable at school.**

### **GUIDELINES FOR GIRLS**

1. Pants, skirts, shorts or skorts..... khaki, navy blue (no denim or jean material)
2. Jumper.....navy blue (no denim or jean material)
3. Blouses, polo shirt or T-shirt with collar..... navy blue or white (Students are encouraged to tuck in extra long blouses or shirts.)
4. Socks.....navy blue or white
5. Leggings (only under shorts, skirts or skorts)..... navy blue or white
6. Shoes are to be worn at all times. The shoe **must cover** the toes and be fastened with shoestrings, straps or snaps. Open-toed sandals, flip-flops, Birkenstocks, or backless sandals are **NOT** permitted.
7. Costumes and clothing worn on special dress days should be modest and free of any satanic emblems and designs or any references to alcoholic beverages, tobacco, or drugs.
8. Hats or caps may generally be worn only on designated days. Hats may be worn at recess or on field trips for sun protection, but must be removed when inside the school buildings. **Only plain blue, khaki, or white hats are allowed.**
9. Jewelry should be kept simple. Belts and hair coverings (i.e., hair bands, kerchiefs) should be tasteful.
10. Body-pierced jewelry is not acceptable except for earrings.
11. **Skirts should not be more than 4 inches above the knee when kneeling.**
12. If shorts are worn under dresses, the dress must be longer than the shorts.
13. Blouses and shirts will cover the midriff. No exposed mid sections are acceptable.
14. Blouses or shirts are to be tucked in.

### **WINTER OUTERWEAR (BOYS OR GIRLS)**

- Sweater.....navy blue or white
- Crew neck sweatshirt.....navy blue or white
- Turtleneck shirt.....navy blue or white

- Jacket..... (no pro-sports jackets allowed)

Outside jackets do not have to be school colors as long as they are worn only outside. School uniforms only are to be worn in the classroom. **Jackets must be taken off while in the classroom or inside the building.** Jackets can be worn going from the classroom to chapel, but they must be removed if the student is leading the worship in chapel.

### **UNACCEPTABLE**

Sweat pants, jogging suits, any clothing with pictures, writing, sport insignias, bicycle (spandex) shorts and similar stretch-fitting clothing, sleeveless shirts or blouses, exposed stomach, etc.

### **ENFORCEMENT**

A child who appears at school without being in a school uniform will receive a dress code violation. The parent will be called to bring proper clothing to the child.

### **SOURCES OF STANDARD SCHOOL CLOTHING**

The items of clothing and the colors adopted are available at many popular local department stores. The school will periodically have days set aside to RECYCLE school uniforms by allowing parents to exchange apparel that their children have outgrown. Parent volunteers operate the exchange program.

### **DISCIPLINE PROGRAM**

#### **A. Objectives of the SCA Discipline Program**

1. To ensure an opportunity for all students to progress academically, socially, and spiritually
2. To ensure the physical safety of all of our students and staff
3. To provide an opportunity for students to learn responsibility by owning the consequences of their behavior

#### **B. SCA Expects Students to:**

1. Be respectful of each other, staff, and anyone else who visits the school.
2. Be prepared to learn, be on time, and have all required materials
3. Not do anything that causes a problem for others.

### **C. Fighting/mutual aggression (play fighting, judo, karate, etc.)**

Students are to keep their hands and feet to themselves. Shoving, punching, and other roughhousing leads to more serious mutual combat; therefore, they are prohibited. Students who are victims of student aggression are expected to seek help from the duty aide, teacher, etc. Those who choose to handle the situation through retaliation will be subject to consequences regardless of who started the initial confrontation. Anyone who is participating in aggressive behavior may be suspended or expelled from SCA.

### **D. Zero Tolerance**

The following conduct is unacceptable at Solano Christian Academy and is subject to immediate expulsion.

1. The use, possession, or distribution of narcotics, dangerous drugs, alcoholic beverages, or tobacco products.
2. Theft.
3. Unauthorized entry into school facilities.
4. Guns, knives (pocket or otherwise), and any weapon (stars, etc.) are absolutely forbidden to be on campus.
5. Fireworks are forbidden by law in Solano County and are strictly forbidden at SCA.

### **E. Unacceptable Conduct**

1. Dishonesty (includes cheating, lying, or misrepresentation o speech / event)
2. Behavior that obstructs or disrupts teaching or any other school function
3. Physical abuse of any person on school property or at school-sponsored or school-supervised activities
4. Verbal abuse including: ridiculing another person, **bullying**, defamation of character, using profane language, indulging in suggestive or lewd conduct, possessing or displaying obscene literature or pictures
5. Defacing, vandalism, or willful destruction of any school property
6. Refusal to comply with directions given by a member of the school faculty, administrator, or staff acting in the performance of their duties
7. Running or excessive noise in the halls, classrooms or walkways
8. Possessing radios, I-Pod's, or PSP's are not allowed except for a specific class activity
9. Chewing gum on school property
10. Being on campus after 3:30 P.M. except for after-school activities or by teacher request or for extended day care students (where charge is made)

11. Gambling
12. Harassment of anyone by any means including annoying persistently
13. Being disrespectful to the faculty, staff, or other students. Some examples of disrespect include a defiant attitude, sassiness, improper language, refusing to respond to a teacher's request, body language such as shrugging shoulders, or smirking that suggest disrespect.

Students violating any of these are subject to progressive disciplinary action. If, in the opinion of the school administrator, a student's conduct is serious enough, he may be expelled without prior warning.

**Progressive Disciplinary Action will be as follows:**

1. Classroom teacher intervention as appropriate
2. Infraction Card (**Example of infraction includes: unprepared for class, tardy for class, excessive talking after warning, and talking back to adults/teachers, etc.**)
3. Detention (**third infraction in one week warrants a detention**)
4. In-school suspension (after 3rd detention)
5. Second in-school suspension
6. Out-of-school suspension (after 2nd in-school suspension) and a contract signed by parents/guardians, student, and a member of administration.
7. Expulsion

**F. Unacceptable Academic Behavior**

SCA is not willing to reinforce irresponsibility. Therefore, persistent failure to complete and turn in assigned work will be treated as a progressive discipline situation. A student may be placed on academic probation if his/her cumulative grade percentage falls below 71% (a C- average). Progression will be as follows:

1. Classroom teacher intervention as appropriate
2. After school detention
3. Saturday-school (after the third detention.) Saturday school will be from 8:00 A.M. to 12:00 P.M. An SCA staff person will supervise the detention and will be paid a total of \$50 with no parent paying more than \$35. Failure to report will result in an automatic one-day out-of-school suspension.
4. Out-of-school suspension (after 1 Saturday-school)
5. Expulsion

**G. General Comments about discipline**

- Situations can develop where some level of physical restraint must be used to control a student. This may be necessary for the safety of the student, classmates,

and/or staff. Physical restraint is defined as immobilization of the individual's opportunity for movement by staff members through direct contact. Physical restraint is not to be construed as corporal punishment or child abuse, but rather an act of good faith to protect from harm. In any such instance, the staff member(s) involved will report the incident to the administration and a guardian will be contacted as soon as possible.

- Attendance at SCA is a privilege, not a right. SCA maintains a very high level of expectation for each student. The school will be protected from behaviors that threaten the education or safety of other students despite any reasons or excuses for those behaviors. Expected behaviors will be judged by the teaching of the Bible (for example: kindness, goodness, self-control, compassion, selflessness, and consideration for others as outlined in Galatians 5 and Philippians 2.)
- SCA is interested in what is best for each individual child. The administration will make a good faith effort to ensure that all situations are handled justly and properly.
- **While the progressive discipline plan outlined above is generally followed, SCA retains the right to move beyond the steps outlined if, in the opinion of the administration, a student's actions warrant a more serious consequence. SCA does not use corporal punishment, but the school may recommend immediate expulsion of a student if the student's behavior poses a threat to others or compromises the positive school environment for other students.**
- Video games, PSP, I-Pod, or other personal electronic devices are not allowed on school grounds and should not be brought to school. Occasionally, special permission may be given to students to bring such devices on school trips, but only at the discretion of the classroom teacher and only if advance permission is granted.
- Trading and game cards are not allowed at school at any time.

**Disclaimer:**

**Content Accuracy, which every effort is made to provide information that is accurate; however any information contained in this handbook is subject to change at any time by appropriate action of the Solano Christian Academy School Board. We reserve the right to change policies, rules and conditions at any time.**

Dear Parents:

We would like to thank each of our parents for taking the time to read through your Student Handbook. Many questions you have about the Academy will be answered for you in this small book. If you have other questions, we are always happy to speak with you.

The Administrative Staff at SCA have chosen to work in a Christian Ministry so that we might serve you and your children, and in so doing also serve our Lord, Jesus Christ. Deuteronomy 6:6 states “These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down, and when you get up.”

We believe God has called staff members to SCA to teach and nurture the children in our care. It is our hope and desire that your child’s experiences here at SCA be fruitful and joyful.

The SCA Staff strives as a team to create a safe and loving atmosphere. Our staff is well trained in Education and Biblical practices. Through this training we hope to guide your children toward optimum development – spiritually, emotionally, physically, socially, and academically. If you have questions or concerns, we ask that you talk with your child’s teacher first, and if unresolved, you may make an appointment to speak with the Administrative Staff.

We hope you and your child have a wonderful year at SCA.

In His Service,

The SCA Administrative Staff

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### RECEIPT OF STUDENT HANDBOOK

This is to acknowledge I/we the Parent(s) of \_\_\_\_\_ have received a copy of the “STUDENT HANDBOOK” for Solano Christian Academy, agree to read and abide by the policies and procedures contained therein.

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Parent/Guardian Signature

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Date

(This form is to be retained in your child’s file.)